



ISIS HR Quick Tips

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Maintaining Appraisals for Inactive Employees

How do I maintain appraisal infotype (0025) when an employee is no longer active in my personnel area?

In order to prevent “false unrated” errors from populating on monthly appraisal reports such as the [Civil Service ZP117:Appraisal Report](#), it is important that users properly [maintain appraisal infotype \(0025\)](#). [General Circular 001498](#) provides agencies with best practices for managing an agency’s performance management system that align with Civil Service [Chapter 10 Rules: Performance Planning and Review](#). The General Circular also provides guidance on appropriate ISIS entries as it relates to Un-Rated, Re-Ratings, Separations, and Transfers.

When an agency’s Human Resources Department is notified of an employee’s pending departure as a result of transfer, HR must determine if the employee is leaving within a window of time that permits the rating supervisor to conduct an official PPR rating. If an official rating is conducted prior to the employee’s departure, the rating should be recorded in ISIS HR. This practice would alleviate the gaining agency from having to officially rate a new employee. If an employee is transferring and an official PPR rating has not been conducted, the losing agency should not delimit the employee’s appraisal screen. The existing appraisal screen populates the reports to remind the gaining agency that a PPR is due the employee. Once the gaining agency creates the PPR record (new appraisal screen must be created by the gaining agency starting with the transfer date), the losing agency must delete the blank appraisal record created prior to the transfer.

If an employee is leaving state service or transferring to a non-ISIS HR agency prior to an official PPR rating being rendered, the agency’s Human Resources Department should delete the appraisal infotype during the [Separation](#) or [Transfer](#) action. Deleting the

appraisal screen will prevent “false unrated” employees from populating on the monthly Civil Service ZP117: Appraisal Report. In addition to monthly reports, agencies would not be faced with the challenge of distinguishing true unrated employees when completing the Annual PPR Reporting form.

Questions? Call the HRIS Program Consultant at (225) 342-8282